

**Plumas County Children and Families Commission  
PCCFC**

**Minutes**

**Wednesday, October 10, 2001  
9:00 a.m.-11:11 a.m.  
Public Works Building**

**Attendees:**

Commissioners: Carol Burney, Shelley Miller, Tami Davison, Paula Russell, Elliot Smart, and Irasema Tavares

Staff: Ellen Vieira, Ex. Dir., and Diana Conen.

Public: Michael Butler.

**I. Introductions:**

Chairperson Miller called the meeting to order at 9:07 a.m. The Commissioners and meeting attendees introduced themselves.

**II. Public Comment:**

There were no public comments at this time.

**III. Consent Agenda:**

MOTION: Ms. Russell, seconded by Ms. Davison-Mitchell, moved to approve the Consent Agenda with the correction to the minutes of September 12, 2001, that the motion to appoint the Executive Director's performance evaluation committee (page 4) was seconded by Ms. Burney. VOTE: The motion passed unanimously.

**IV. Executive Director's Report:**

Ms. Vieira said the State Commission has directed the State staff to work with the Association and Rural Caucus to come up with a long-term solution with regard to the base revenue allocation for rural counties. Ms Vieira said that she has been communicating by email with members of the Association Rural Caucus and will be attending caucus meetings at the November and December Association meetings. She expects that there may be a proposal put before the State Commission in December.

The press conference to launch the Kits for New Parents was postponed due to national events in September, but has been rescheduled for November 1st. The PCCFC website is now functional, and can be visited at [www.ccfcc.ca.gov/plumas](http://www.ccfcc.ca.gov/plumas). It will be continually updated, with the ability to link to other relevant websites. The annual report has been completed and the PCCFC audit will be completed by October 15<sup>th</sup> by the firm of Smith & Newell.

In response to a question from Mr. Smart, Ms. Vieira reviewed the notes on the teleconference on funding faith-based proposals. Mr. Smart said that there might be a real opportunity in the future to coalesce various faith-based community groups to develop strategies to improve outcomes for children and families. Ms. Vieira suggested that the Commission develop criteria for faith-based proposals.

A conference sponsored by the Child Abuse Prevention Council is scheduled for Friday, Oct. 19, 2001 at Greenhorn Ranch in Quincy. The theme of the one-day conference is "Communicating Across Poverty Barriers," with guest speaker Donna Beegle, PhD.

**V. Program Development:**

a. Commissioner vacancy

Chairperson Miller said that it would be a good idea to have a procedure in place for handling Commissioner vacancies, rather than doing it differently each time. After a short discussion, the commissioners concurred that they would be in favor of having an ad hoc committee consisting of two commissioners and the Executive Director review the applications and make a recommendation to the Commission.

MOTION: Ms. Russell, seconded by Ms. Burney, moved to appoint Bill Dennison and Carol Burney to the committee to review Commissioner applications, conduct interviews if needed, and make a recommendation for appointment. VOTE: The motion passed unanimously.

b. November Commission meeting schedule conflicts

After reviewing various alternatives, the Commissioners set Monday, November 5, 2001, 9:00 a.m., as the date for the next Commission meeting.

c. Update on PUSD grant.

Commissioner Burney updated the Commission on the Early Intervention Program funded by the PCCFC to the Plumas Unified School District (PUSD). Due to the resignation of the school nurse previously responsible for implementing the project the PUSD has requested that Carol Burney as the Special Needs Preschool teacher implement the projected activities as the .50 FTE Developmental Specialist. Ms. Burney has the appropriate credentials to coordinate the project and provide an Infant Stimulation Program in conjunction with the services provided by the Far Northern Regional Center.

PUSD has provided the PCCFC with an amended scope of work for the Commission to review. The Developmental Specialist will have the primary responsibility of Early Start referrals to the Far Northern Regional Center; monitoring access to services; and weekly home visits to each identified infant. With a local contact, referrals are anticipated to increase. Earlier intervention will increase the capacity of these infants to have successful school age outcomes.

**d. Letter of Intent**

Ms. Vieira distributed a list of the eleven Letters of Intent received for RFA 02-03. The total amount requested is \$412, 567. One Letter of Intent was returned to the applicant because it arrived well after the deadline. Technical Assistance Workshops have been scheduled. The Request for Applications (RFA) has been sent to the eleven entities that have submitted Letters of Intent, and the full proposal applications are due November 16, 2001. A committee of three Commissioners and one member of the public will meet Wednesday, November 28, 2001, at 9:00 a.m. to evaluate the applications

**e. Strategic Plan Update**

Ms. Vieira has met with Kelly Crosbie, the consultant from Social Entrepreneurs who will be facilitating the process of revising the Strategic Plan. Ms. Crosbie will meet with the full Commission in December.

**VI. Public Comment**

Mr. Butler said that AB1189 Necessary Small School Funding had been passed into law and signed by the governor. This will mean approximately \$900,000 in funding for schools with small enrollments. Several bills regulating tobacco and tobacco taxes have also been passed and are awaiting signature that Mr. Butler said he would report on at a later date.

**VII. Closed Session: Executive Director's Performance Evaluation**

Chairperson Miller convened the closed session at 10:26 a.m.

The Commission reconvened at 11:10 with all present.

MOTION: Ms. Burney, seconded by Ms. Tavares, moved to approve the draft Executive Director's performance evaluation as amended. VOTE: The motion passed unanimously.

**VIII. Next Meeting**

The next meeting will be held on Monday, November 5, 2001.

**IX. Adjournment.**

MOTION: Ms. Russell, seconded by Ms. Davison-Mitchell, moved to adjourn the meeting. VOTE: The motion passed unanimously.

The meeting adjourned at 11:11 a.m.

Minutes respectfully submitted by: Diana Conen